



DEPARTMENT OF THE NAVY  
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU  
UNIT NUMBER 3800  
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCDINST 5215.1D  
19 Feb 03

NMRCD INSTRUCTION 5215.1D

From: Officer-in-Charge  
To: Distribution List No. 3

Subj: ANNUAL REVIEW OF NMRCD INSTRUCTIONS

Ref: (a) SECNAVINST 5215.1 Series

Encl: (1) Sample Letter Directing Review of Instruction

1. Purpose. To promulgate NMRCD policy and procedures for an annual review of all NMRCD Instructions.

2. Cancellation. NAMRIDINST 5215.1C

a. In accordance with reference (a), an annual review of all NMRCD Instructions will be conducted. In order to spread this workload over the entire year, instructions will be reviewed by the originating organizational code on the anniversary month of the instruction. Originating code will be notified of the need to review an instruction by the receipt of enclosure (1).

b. During the review process, all instructions should be considered for possible consolidation with other pertinent instructions whenever possible.

c. Three years from the date of issuance, an instruction that has not been revised in the interim requires cancellation or revision. A one-year extension of the required cancellation or revision date may be authorized by the Officer-in-Charge.

d. Individuals in receipt of enclosure (1) will evaluate instruction identified for appropriate action/recommendation and return to the Administrative Officer for approval by the Officer-in-Charge.

J. P. BURANS

From: Officer-in-Charge  
To:

Subj: REVIEW OF NMRC D INSTRUCTION

Ref: (a)NMRC DINST 5215.1 Series

Encl: (1)NMRC DINST

1. Enclosure (1) is forwarded for your review and appropriate action.

2. Reference (a) requires an annual review of all NMRC D Instructions with a consideration of cancelling, revising, or consolidating them as appropriate. In order to spread this workload over the year, instructions will be reviewed on the anniversary month of their issuance.

3. Instructions three years or older must be revised or cancelled. One-year extensions may be granted by the Officer-in-Charge. Only one extension will be allowed.

4. Indicate your recommendation by completing the endorsement below and returning it to my office NO LATER THAN

J. P. BURANS

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FIRST ENDORSEMENT

From:  
To: Officer-in-Charge

1. Enclosure (1) has been reviewed and the following action is recommended:

- ( ) Take no action; instruction is current.
- ( ) Cancel the instruction. It has served its purpose.
- ( ) Revise the instruction. A proposed revision will be

Enclosure (1)